



Jean Marie River First Nation
General Delivery
Jean Marie River, NT X0E 0N0
Ph: (867) 809-2000 Fax: (867) 809-2002
Email: sao@jmrfn.com

Employment Opportunity

SENIOR ADMINISTRATOR OFFICER

The SAO is responsible for the management, administration and delivery of all Band and Municipal programs and services, and oversees all operations of the First Nation ensuring that all actions and decisions are compliant with legislation, regulation, policy and procedure. He/she is responsible for all financial transactions, staff morale, and for the programs and services created and implemented by the Band Council.

The SAO is responsible for obtaining funding from the federal and territorial government and from the Dehcho First Nations and for reporting on the applications of these funds. The SAO is the principal liaison for government agencies and private businesses and other individuals who operate in the community.

The SAO must provide all reports, records and documents to the relevant governments and FN organizations when requested and ensure that business is conducted in a responsible, confidential & ethical way.

Failure to provide adequate services may result in lost or misused revenues, poor morale among staff, inadequate services for residents and a loss of credibility for the Chief and Council.

QUALIFICATIONS:

1. Completion of a recognized business or public administration diploma, degree, or equivalent
2. Five years related management experience in a municipal or First Nation Band government setting.
3. Effective project management skills
4. Supervisory skills & human resource management experience
5. Strong financial management skills
6. Demonstrated leadership skills
7. Excellent communication and coordination skills
8. Awareness of administrative challenges associated with working in a small remote community
9. The ability to speak Slavey is an asset

Deadline: Opened until a suitable candidate is found

Salary and benefits to commensurate with experience and education.
For more information, or for a job description, please contact:

Tammy Neal
Jean Marie River First Nation
Phone: 1(867)809-2000
Email: sao@jmrfn.com